

Role profile

Role title	Library and evidence support lead
Department and directorate	Corporate and Member Development Directorate
Grade	Grade 4
Reports to (job title)	Head of member development and inclusion
Direct reports (job titles)	Library and evidence support collections specialist, library and evidence support systems specialist, library and evidence support information specialist x4, library and evidence support archives specialist

Job Overview– purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

Accountable for library, archives and evidence support operations and to maintain the principles of the library and evidence support e-first strategy: member-led, competitive advantage, equality of access, cost effective, and sustainable, which will underpin all library and evidence support operations and services.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Responsible for management oversight of library and evidence support operations in support of the strategic direction set by the Head of Member Development & Inclusion.
- Maintain the strategic principles as outlined in the e-first strategy:
 - Member Led – the BMA library proposition is valued by members – increases member recruitment and retention.
 - Competitive Advantage – the BMA Library offers a unique proposition in the marketplace and/or is best placed to deliver the proposition.
 - Equality of Access – the BMA Library proposition is available to as many members as possible across the UK (and potentially internationally).
 - Cost Effective – the BMA Library represents value for money for members and/or generates income

Job Overview– purpose of the role

- Sustainable – the proposition is aligned to BMA sustainability policy and practices.
- Responsible for delivery of the library and evidence support e-first strategy working cross-organisationally with relevant stakeholders where relevant.
- Responsible for the development of the BMA archives service. Work with the Archives Specialist to implement professional standards and ensure that the collection is findable, relevant and promoted both internally to BMA staff and members and externally to research communities.
- Accountable for development and implementation of annual work plans.
- Manage a high performing and well-established staff team.
- Build and maintain relationships with internal and external stakeholders.
- Ensure the team works flexibly and across corporate development remits, as needed.
- Manage performance of direct reports and team, including ensuring the delivery of high-quality service to all interested parties and that staff conduct themselves in line with the BMA's behaviours and values.
- Provide support to all other CD remits as required.
- Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Experience of leading and managing teams to ensure effective and quality outputs.
- Experience of delivering strategies and creating annual and individual workplans for team to ensure delivery (including budget management experience).
- Experience in corporate social environmental responsibility and sustainability remit.
- Experience in equality, diversity and inclusion and accessibility needs and requirements.
- Understanding of knowledge management practices and principles.
- Outstanding interpersonal and communication skills, including the ability to negotiate and maintain good relationships with members and key stakeholders (publishers), and ability to show high degree of emotional intelligence.
- Experience of developing and implementing policy and guidance where relevant.
- Ability to analyse and process a broad range of information and data quickly and effectively.
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy.

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

Intellectual demands (complexity and challenge)

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Ability to horizon scan and understand issues internally and externally, to ensure we are proactive.
- Intellectual capacity to demonstrate or acquire a clear understanding of library and evidence support services and best practice.
- Ability to challenge rationale for requests for 'action', prioritising against competing demands and assessing wider implications for the association.
- Demonstrable evidence of problem solving and innovative thinking.
- Post holder will work under the supervision of the Head of Member Development and use personal initiative in creating innovative solutions to ensure that library and member development users are satisfied and, in the creation, delivery and implementation of improvements to systems and processes.

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Excellent judgement and decision-making skills, confident in liaising with stakeholders across members, suppliers and management.
- Post holder has the autonomy to sign off all work of all direct reports in team.
- Operationally focused, able to deliver a well-coordinated and member-orientated library service while exploring new and modern ways of working.
- Foresight in exploring new ways of working for the library and archive and the ability to identify, encourage and implement skill optimisation across the team.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- Responsible for the contribution of self and direct reports to the achievement of directorate strategies and overall BMA strategic goals and directorate business plan.
- Leadership, performance management, development of team of direct reports and other individuals within those teams.
- Support the Head of Member Development and Director of Corporate and Member Development with budget planning and monitoring of the library and evidence support annual budget.
- Responsible for the quality, delivery and relevance of library resources across print and digital.

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Contact with colleagues at all levels of the association eg chairs of devolved nations' councils, committees and committee chairs, executive team, leadership team, member relations, devolved nations, policy, communications and engagement and human resources.
- Proactive engagement and contribution to wider initiatives concerning learning, research and knowledge.
- Contact with members, non-members, internal and external stakeholders.
- Provides specialist advice on all library and member development services to members of staff across the association.

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- Ability to maintain focus and concentration while working in an open plan office

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders.

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off	
Manager:	Date:
Role holder:	Date: